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ABSTRACT

The preventive health care curriculum described in this paper was designed for the employees of Autotech Automatic Test Equipment Division in Los Angeles, California. First, the paper describes Autotech, and its health insurance and on-site health facilities. Next, a rationale is provided for offering employees classes on preventive medicine and safety, followed by a statement of the goals and objectives of the curriculum, which include increased productivity and work efficiency and increased employee awareness and control of total body health. After identifying the intended students, the paper provides an annotated list of required and optional minicourses, including: (1) diet courses, such as "Food and You," "Cut Down on Cholesterol," "Low Sodium Diet," "High-Fiber Diet," and "So You've Decided to Be a Vegetarian"; (2) safety courses, including "Safety for Your Children," "Cardio-Pulmonary Resuscitation Certification," "Industrial Safety," "Earthquake Precautions," and "Fire Safety and Electrical Safety"; (3) courses on common diseases, including diabetes, asthma, vascular disease, heart disease, arthritis, cancer, and alcoholism; (4) courses for women, including "Contraceptive Methods" and "Women's Physiology"; (5) pregnancy and motherhood courses, such as "Lamaze Class," "Infant Nutrition," "You and Your Baby," "Childhood Diseases and Immunizations," and "Growth and Development of Your Child"; and (6) exercise classes. The final sections are devoted to the procedure for curriculum implementation; evaluation methods and criteria; and procedures for curriculum revision. (LAL)

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A PREVENTIVE HEALTH CARE AND SAFETY CURRICULUM FOR AN INDUSTRY

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A PREVENTIVE HEALTH CARE AND SAFETY CURRICULUM

A. Type of Institution

The following preventive health care curriculum has been designed for the employees of Autotech Automatic Test Equipment Division in Los Angeles, California. Autotech has two thousand employees. Sixty-five percent of these employees belong to Ameri-Care, a health maintenance organization, for their health insurance. The other thirty-five percent use either Travelers or Blue-Cross insurance for health coverage. They have several health facilities on site. There is a Registered Nurse on duty Monday through Friday from 8 am. - 5 pm. For those hours when a nurse is not there, an employee who knows Cardio-pulmonary Resuscitation (CPR) is on at all times and his/her name is posted on a central bulletin board near the nurse's office as to where he/she is located. When an RN is on, she is mainly there for cuts and scrapes, headaches, and health problems referrals. She is basically in her office forty hours per week and seventy-five percent of her job is talking to family members of employees, as well as employees, and answering questions on any health problems they may have. She is also a good resource for the employees and their families in that she can tell them how to effectively use their insurance benefits.

Also at Autotech, there is a volleyball court, jazzercise classes every morning at 7 am., a 3.5-mile running path around the grounds and lockers and showers for women and men. Please note that this is the description of the Autotech institution

before the curriculum plan has been introduced and implemented.

B. **Rationale**

The main goal of any industry is to maximize profits. The way to maximize profits is to increase employee efficiency. Research studies have pointed out that people are more efficient and productive when they're healthy. Under normal circumstances, if you're not sick you're at work. If you're not "stressed-out", you're more efficient on the job. Stress is a normal part of daily living. Everyone needs a certain amount of stress to function. On a health to sickness (or non-health) continuum, when stress gets a little too high, the balance leans towards the non-health side. A person reacts in a modified fashion by, for instance, calling in sick to work, or by being inefficient on the job by taking prolonged breaks. Many things contribute to the everyday stressors in a normal day. Poor eating habits can cause a person's health to decline, therefore decreasing efficiency and productivity at work. Exercise enhances a person's sense of well-being and this would contribute positively in the work environment. Knowledge of these life stressors and having control of ones life leads to more productivity while a person is at work.

In the Act of 1970, the Federal Industrial Safety Act, there are minimum standards of safety that are legally required in this nation. This curriculum would not only fulfill these minimum standards but will elaborate on them. When a safe environment encompasses an institution, its people feel safe. And feeling safe makes an individual comfortable. When all else remains the

same in one's life, a safe environment at work will keep a person there, and decrease the turnover rate at work.

The philosophy of this curriculum is based on helping the individual to help him/herself. By giving classes on preventive medicine and safety, support for those ailments such as diabetes and arthritis, and offering opportunity to employees for health enhancement, people are able to deal with those added life stressors with less interruption in their lives.

C. **Statement of Goals and Objectives**

The goals and objectives of this curriculum have two levels, equally as important. The first is on the level of the Autotech industry itself. The goal of this curriculum in reference to the company itself is that the company will show an increase in productivity and work efficiency as seen by employee efforts, after a two year period. The objectives for this goal are:

C1) Company statistics will show a decrease in the average number of sick calls per person.

C2) Company statistics will show an increase in productivity as seen by an increase in net income per unit labor, assuming the capitol was held constant.

C3) Company will show a decreased rate of turnover.

At the level of the employee, the goal of this preventive health curriculum is to increase each person's general awareness of total body health and to see the employee take control of his/her health plan. This will be shown by the attitudes and behaviors in these objectives:

C4) Ten percent of employees will attend required classes

and pass mini-tests at the end of these classes by eighty-percent or better.

C5) Ninety-percent of employees will participate in either swimming, running, jazzercise, volleyball classes, or after work recreation.

C6) Ninety-percent of those employees who are smokers will not be smoking.

C7) Ninety-percent of employees will have a record of keeping in contact with the Health Education Coordinator (HEC) as evidenced by phone calls, dropping by and/or other class attendance as seen by personal records kept by the HEC.

C8) Employees will state that they feel better and will continue with existing program and/or become more involved with preventive health and safety practice.

C9) Sixty-percent of employees will have participated in all other non-required classes or have enrolled family members in other classes, such as specific disease classes, maternal-child health classes, and womens classes.

C10) Most employees who work in any area will have completed the back and body mechanics class and will demonstrate correct body mechanics as seen on the job.

C11) Ninety-percent of employees will have a diet and exercise plan devised individually for each employee and will follow it eighty-percent of the time.

C12) Autotech will abide by the Federal Regulations for Industrial Safety at all times.

D. **Students for Whom Intended**

The students for whom this preventive health curriculum was planned are the employees of Autotech Industries and their immediate families. Information about this curriculum will also be sent via brochure form to each employees home.

E. **Annotated List of Courses**

DIET:

1. Food and You

Required by all employees. Multiple choice test at end of class. This class has been designed for healthy individuals who are interested in reaching and/or maintaining his/her ideal weight. Emphasis is on recommendations taken from the American Medical Association and the American Heart Association and focuses on a) reducing the amount of cholesterol, sugar and saturated fats from your diet, b) replacing saturated fats with polyunsaturated fats, and c) controlling calories to maintain that ideal weight. This is a three hour class and will take place on a Monday, Wednesday and Friday of the same week.

2. Cut Down on Cholesterol

Required by all employees. Multiple choice test at end of class. Designed for people who have hyperlipoproteinemia; for those whose doctors have told them they need to "cut down on cholesterol" and saturated fat (animal fats). One hour class.

3. Meal Planning for Calorie Controlled and Diabetic Diets

This is an optional class that covers individualized guidelines for different calorie counts, the concept of the balanced meal and recommended Daily Dietary Allowances. One hour

class.

4. Low Sodium Diet

Required by all employees. Multiple choice test at end of class. Emphasis is on low sodium diets, food groups, shopping tips, cooking, restaurant eating, fast foods, and recommended reading. Information supplied by UCLA MAC-center and the AMA. One hour class.

5. High-fiber Diet

Scientists and doctors recommend we increase the amount of fiber to forty grams per day. This class goes over all food groups and their content of fiber. This class will be required. It will be a one hour class.

6. So You've Decided to be a Vegetarian

This is an optional class designed to teach people who've become vegetarians. It covers health benefits of the vegetarian diet, a suggested food plan, food groups for a meatless diet, materials of special interest, menu ideas, recipes, and recommended cookbooks. This will be a one hour class.

7. A Personalized Program for Diet and Exercise for You

This will be required by all employees and is designed to devise individualized programs in diet and exercise for persons according to their body type, lifestyle and activity level.

SAFETY:

1. Safety for Your Children

Required by all employees who have children. This covers areas of danger for your children inside and outside of the home, when you should take precautionary action and how. Two one hour

sessions.

2. CPR Certification

Required by all. This is an eight-hour class taught by the HEC. At the end of class, all persons are certification-eligible after passing written, oral, and demonstrative testing.

3. Industrial Safety

Required by all persons involved in manual labor who are at risk for injury on the job. Topics discussed involve specific jobs and ways to be safe on the job, i.e., protective goggles, lifting to save your back, and protective helmets. This will be a two hour class.

4. Earthquake Precautions

Required by all employees. Reviews company's disaster plan and all other actions to be taken as well as reinforcing rational actions.

5. Fire Safety and Electrical Safety

Required by all employees. This will be taught by local fire marshall. It will be a one hour class on concepts and will go over fire exits from all parts of the building. Also, it will cover electrical safety and concepts of conduction.

COMMON DISEASES, AILMENTS AND 'BAD HABITS' THAT MAY INFLICT YOU AND/OR A MEMBER OF YOUR FAMILY:

1. What is Diabetes?

This class is an optional class that covers all realms of this disease including managing diet, exercise, medications, blood testing, urine testing, low and high blood sugar concepts, circumstances that interfere with control of the disease, and

personal care. This class is designed to inform the diabetic and/or the family of the diabetic person to enable them to lead healthy normal lives. Two-hour class.

2. Asthma

Optional class, two-hour period. Explains the who, how and why of asthma. This is especially informative for the newly diagnosed patient and family and how to cope with this disease.

3. Vascular Disease

This class goes over the anatomy and physiology of the vascular system, veins and arteries and problems that may affect this system, for instance intermittant claudication or Reynaud's Disease. This will be a one-hour class.

4. Stop Smoking Now

This class will be recommended to all smokers. The U.S. Department of Health, Education and Welfare has come up with the latest advice on how to give up cigarettes. "There is not one magic way for everyone to quit smoking; but there are many effective ways." This class would not only suggest many ways to stop, but will provide an environment of peer support and will also inform you of latest smoking statistics. Also from the American Cancer Society: a seven-day plan to help one stop smoking cigarettes and follow-up classes will take place.

5. Heart Disease and It's Implications

This optional class is designed for people who have been diagnosed as having heart disease and/or have someone in their family, or a close one affected by the disease. It reviews the anatomy and physiology of the heart, heart medications, heart

surgery and it's implications, high blood pressure, and post-coronary activities: diet, exercise, job and sex. It will be a three hour class given over three days.

6. Arthritis

This will be an optional class on how to develop your own home care program for arthritis. Informatin supplied by the Arthritis Foundation. This class addresses what arthritis is, posture, rest and exercise, hot/cold applications, splints, aids to walking and modifying your surroundings.

7. Cancer

Due to the high statistics of this disease, this class will be required by all. What to know and what to do about it: this class addresses topics such as who gets cancer, what is it, how to reduce your chances of getting cancer, early detection and expert treatment. Information supplied by the American Cancer Society and the U.S. Department of Health and Human Services. One hour class.

8. Alcoholism

Optional class on: What is alcoholism? How does it affect the body? What are it's long term effects? Why do some people drink? This class answers these questions, goes over checklists for symptoms of alcoholism, treatment, recovery and prevention. One hour class.

9. Caring for Your Back

Required by all employees. Most important class especially for people doing a lot of physical labor. This class contains instructions on avoiding injury to your back. Subjects covered are a) anatomy, b) posture and body mechanics, c) dealing with

acute pain and d) prevention of back pain and low back pain. One hour class.

WOMENS' CLASSES:

1. Contraceptive Methods

This is an optional class that provides information on the process of conception and ways of prevention including their advantages and disadvantages.

2. Womens' Physiology

This is an optional class that provides information on the menstrual cycle, self-breast examinations for early detection of Cancer, and estrogen replacement for post-menopausal and ovarian removal.

PREGNANCY AND MOTHERHOOD:

1. Lamaze Class

This class will be offered year round for women employees and wives of men employees who are pregnant. It will be an evening class so both may attend. Lamaze is the class to take if you've decided to have a natural, prepared childbirth.

2. Infant Nutrition: from Birth to One Year

This two-hour class will focus on four things: a) enough calories for baby, b) teaching baby good eating habits, c) making sure baby gets the best foods and d) making sure baby gets most nutritious foods. It also has tips for breast feeding mothers.

3. You and Your Baby

This two-hour class is designed for pregnant mothers and answers questions expectant parents often have. It covers fetal

development, nutrition and diet, sleep, exercise and possible pregnancy complications to be attuned to.

4. Childhood Diseases and Immunizations from Birth to 18

This two-hour optional class will go over all childhood diseases and their symptoms and signs and immunization times and frequencies required by law and recommended by the AMA.

5. Growth and Development of Your Child

This one-hour optional class will cover the following: After the birth of your child, he/she will go through many stages of life, eating habits, sleep habits, coordination, word formation, developing toilet habits. Also, infant, toddler, pre-school, school-age and adolescent ages will be discussed.

EXERCISE CLASSES:

1. Running

Warm-up exercises and weekly advancement routines. This will be offered Monday-Wednesday-Friday at 7 am. and 12 noon. Self routines are encouraged.

2. Swimming

For those people who already know how to swim, the YMCA has an olympic size pool, across the street from Autotech. They charge fifty cents per swim and are open from 6 am. until 8 pm. They also have classes offered at various times during each day of the week available to Autotech employees.

3. Jazzercise

Currently Autotech has employed Marianne Aerobic to teach their jazzercise class Monday through Friday at 7 am. in the dance room. Now classes will be taught at 7 am. and 12 noon on

Monday, Wednesday, and Fridays, and 7 am. and 5 pm. on Tuesdays and Thursdays. It will be open to men and women. The advanced class will be held on Tuesday and Thursdays for 1.5 hours. All other classes are for one hour.

4. Volleyball

Teams will be set up as well as times for games after initial sign-ups have been established.

F. **Procedure for Implementation**

Autotech has already begun to use the philosophy of this curriculum by hiring an RN and setting up running paths, volleyball courts, jazzercise classes, and locker rooms. Since last year though, when all of these facilities were set up, productivity has remained static and the average number of sick calls remained the same. Attitude surveys done on the employees had also shown no change since Autotech has tried to address the health of its employees. Obviously, something is missing. I would present myself to the executive department and propose my curriculum as well as present a budget I would need to implement the plan. I would also contact the directors of Ameri-Care, the HMO involved, and negotiate a reduction in reimbursement from Autotech, and in turn prove that the employees would not need the attention of physicians as much. I would also propose to Ameri-Care that teaching done on my behalf would decrease costs on their behalf because the employees could bypass hospital or clinic attention in this area all together. For instance, the only times they would need physicians' care would be for treatment with medication or for actual invasive procedures

requiring hospitalization, such as surgery or birth. The employees would begin to have control over their lives and learn to take care of themselves before they get sick.

An important difference in implementing this new plan would be that once titled "RN on duty" would now be titled the Health Education and Safety Coordinator (HEC). She/he would have a whole department to work with and full control of funds, employee health records, all class curriculum and arranging of exercise classes. She/he would also have the power to hire one-day lecturers, for instance, a fire marshall for fire safety classes, or a nurse practitioner for the Lamaze classes. The HEC would have her own room and a room with audio-visual equipment for teaching.

When funds have been established, we would need the following particulars in order to implement this program of health:

1. A meeting with all department heads and executives to let them know of plan and that at different times, people will be in class
2. Pool arrangements with the YMCA
3. Arrangement of jazzercise classes with Marianne Aerobic
4. Arrangement of running classes, volleyball classes with sign-ups and volunteers
5. Each employee to receive information regarding new program with all its specifics
6. Each employee's medical record will be scanned for any particular problems, and they will be specifically invited to pertinent classes.

7. There will always be a noon lecture on a different topic i.e., smoking, or current issues in cancer and flyers will be distributed each week to employees mailboxes giving information on what classes will be given.

8. Other classes will be offered between 8 am. - 12 noon and 1 pm. - 5 pm. and sign-up sheets will be posted in the nursing/ health prevention office between 8 am. - 5 pm. during the week for two weeks before each class. It will be up to the employee to discuss this with each department head to get this hour free for class. All class time is paid time. Also, employees and their family members, if interested, may reserve space by calling in from home.

9. The dietary department at Autotech is run by Health Foods Inc. and their philosophy is "a healthy eater is a healthy worker." They have agreed to make bagged lunches for those people who wish to attend classes or to "work-out" during the lunch hour, for the regular price it costs to buy lunch in the cafeteria. The Registered Dietician at Autotech is also a candidate for the Dr. P.H. degree from the School of P.H. at the Univ. CA at L.A. Her philosophy of preventive medicine parallels that of this new curriculum.

10. Files will be kept on each individual employee.

11. Guest lecturers will be hired for one-day lectures accordingly.

For implementation of this plan in a university or a school setting, you would need faculty or staff. The persons involved in implementation here would be one RN who would coordinate and

teach most classes and one activities coordinator, who would aid in jazzercise classes, running techniques, and aid RN in printing and distribution of materials. This would cost the company one full time salary and any part time help funds will be taken out of the budget and could be negotiated. The RN's title would be Health Education Coordinator and she would be the head of this department with final say in budgeting of funds.

According to Levine (pg. 431) successful curriculum change is most likely in either unstable or particularly supportive environment. The first stage of change is during the unstable environment. As Autotech has already been through this and on to a phase where change has begun and minor health prevention implementation has begun, I will elaborate on their new program and ask for two years to show positive results.

G. **Evaluation Data Needed (keyed to objectives) and How to Collect Them.**

and

H. **Procedures for Curriculum Revision (using evaluation data)**

C1. Company statistics will show a decrease in average number of sick calls per person.

Whenever a person calls in sick, they will call in to their particular department and also to the HEC. This will be policy. Reason for illness will be discussed. This information will be held confidential and employee will be reminded of this. The HEC will keep names of all employees alphabetically filed. The information obtained will be kept here and on a general list of sick calls with specific reasons for illness and one check for

each illness per day. (Names will not be included here.) We would then be able to not only count number of days ill per person, we would be able to differentiate reasons for missing work and then compute average number of sick calls per person.

Procedures for curriculum revision, using this evaluation data would involve looking at the most influential reasons as to why people had called in sick. For instance, if many people had sick days due to industrial injury, more emphasis would have to be put on industrial safety class, assuming, of course, that Autotech met the minimum requirements of industrial safety.

C2. Company statistics will show an increase in productivity as seen by an increased net income per unit labor assuming that capitol was held constant.

In this case, the Health Education Coordinator would work together with the company accounting department. Statistics would be obtained from this department on the productivity as it relates to unit labor after one year and after two years. It is very safe to assume that the capitol was held constant since funds were used to invest in the company's new preventive health curriculum, not to increase its capital. Therefore any productivity will be a direct reflection of increased net income per unit labor.

Procedures for curriculum revision would not be applicable here due to the nature of this objective.

C3. Company will show a decrease in rate of turnover.

These statistics will be derived from information recorded in the personnel department. They will record each employee's date of hire, reason for hire, length of employment, date of

resignation, and reason for resignation. Of course we have to take into consideration that many people move due to marriage and relocation, for instance. But, as noted before, all these reasons will be noted and included on the report of rate of turnover.

Procedures for curriculum revision would take place after the main reasons for turnover have been established. When these reasons have been established and reasons for leaving work due to marriage etc. are eliminated, we then can get to the root of the problem. Then revisions of classes can be made. For instance, if a person leaves work due to a high stress level due to smoking and poor dietary habits, we would more highly stress their importance.

C4. One hundred-percent of all employees will attend all required classes and pass mini-tests at end of classes by eighty-percent or more.

These include dietary classes, all classes on safety, CPR class, cancer class and back mechanics class. At the end of each session, be it 1-2 hours or 8 hour class, students will correct each others answers and any wrong answers will be open for discussion during last few minutes of class. If more than eighty-percent of questions were missed, class length time will be increased and materials re-evaluated. This is how curriculum revision would be done for this objective.

C5. Ninety-percent of employees will participate in either swimming, running, volleyball, or jazzercise classes at least three times per week.

This will be evaluated by having all employees' names on a general roster with check boxes for each day of the month. Each week, at the end of the week, the HEC aid will collect these rosters and take a poll on what employees have participated and who haven't. If one employee has not participated more than five times per month, he/she will be personally and confidentially be contacted by the HEC. If this person is on his/her own exercise plan, this can be considered a parallel level of participation. If not, counselling between the HEC and employee will be set up. After one year, this system will be evaluated for curriculum revisions. Surveys will be sent to employees, self addressed and stamped, regarding the effectiveness, in their opinion, of this program. Also statistics on number of employees involved in each sport and how often involved would be gathered and evaluated. Objectives then may have to be revised.

C6. Ninety-percent of those employees who are smokers will not be smoking after one year.

All smoking employees who have gone through this class will be recorded on the roster. A report of their progress will be followed up by the HEC. If some smokers have decreased the number of cigarettes they smoke per day this will be recorded as a certain percentage of progress. We would also need to collect data on what people and how many people have family members who smoke at home since this would be a contributing factor. Data collected from surveys taken from these people on for instance, why they smoke, would be used in curriculum revision. Finally, after all data had been collected, I would meet with members of the American Cancer Society for suggestions on revision.

C7. Ninety-percent of employees will have a positive record of keeping in contact with the HEC as evidenced by phone calls, dropping by the HEC office, and as seen by personal records kept by the HEC.

This, again, will be evaluated by precise record keeping. The HEC will have all home phone numbers of employees and will follow up as needed.

Procedure for curriculum revision is non-applicable here.

C8. Employees will state that they feel better and work better when they feel better and will continue with existing program and/or become more involved with preventive health and safety practice.

Surveys will be mailed out to employees after one year has passed with yes-no and comment answers regarding their feelings about the program. Any suggestions will be categorized and be utilized in the procedures for possible curriculum revision. The employees input here in planning for revisions plays utmost importance.

C9. Sixty-percent of employees will have participated in all other non-required classes or have enrolled family members in other classes, such as specific disease and ailment classes, and maternal-child health classes.

After polls have been taken and records of past enrollment of classes has shown that sixty-percent of employees or employees families have not partaken in specific classes, they will be re-evaluated. Each class will have a record of enrollment, by name and number for each day it was given. Then curriculum revision

can take place after deciding which classes have more or little value.

C1Ø. All employees who work in any area will have completed the back and body mechanics class and will demonstrate correct body mechanics.

The way this will be evaluated will be by no-warning spot checks by the HEC during an average 8 am. - 5 pm. day. The HEC will observe for correct posture while people are sitting in front of the typewriter for instance, or observe for proper lifting techniques in heavy manual labor areas after everyone has completed class. If the majority of people show proper techniques, only reminders will be sent as flyers in employees mailboxes. If there were many improper body mechanics noticed, by observation of the HEC, everyone will have to re-take the class. Procedures for revision may involve the use of video-tapes or role-play situations.

C11. Ninety-percent of employees will have a diet and exercise plan devised individually for each employee and will follow it eighty-percent of the time.

This will be evaluated by individual appointments set up by the HEC, one hour each, during work time, one in six months, one in one year to re-evaluate. Individual revisions can be made here.

C12. Autotech will abide by the Federal Regulations for Industrial Safety.

This objective is a federal regulation as well as being an objective to be brought to the employees awareness. It will be evaluated by members of the Federal Regulations committee with

evaluated by members of the Federal Regulations committee with periodic surprise visits. Results would then be communicated to the Executive Board of Autotech and the HEC. The level of revision here would be at a higher level than that of curriculum since the committee would be looking at building structure and machinery safety. So if changes would be made at this level, curriculum on industrial safety topics would change accordingly to be most informative to the employee.

This curriculum will by no means be an unchanging list of courses. New concepts by health practitioners are discovered daily. Health is an ongoing process. With changing times and changing environments, today's individual must be open and flexible. Yet moderation and regularity will always be stressed in this preventive health and safety curriculum, to create that well-balanced, well-rounded employee.

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